

Case information file

changes in red

Required	Field Name	Permitted values
Statistics Record		
✓	1 Record type	stat
	2 Company name	(vendor software)
	3 Version	
	4 Date filed	(ignored - uses the current date)
✓	5 Form of origin	(Type of debtor) 1 character from i, c, p, o; and any or all of n, b, r, s, l, x, h where: i : individual c : corporation p : partnership o : other x : railroad h : healthcare r : single asset real estate s : stockbroker b : commodity broker l : clearing bank n : nonprofit organization
	6 Joint petition	(ignored) Internally, this is determined by the number of debtors listed.
✓	7 Chapter	7, 9, 11, 12, 13, 15 note: 7, 11 are the only valid chapters for an involuntary case (chapter 15 use to be valid for an involuntary case)
✓	8 Fee status	i, p, w (installment, pay in full, and informa pauperis) Note: w is only valid for voluntary chapter 7 cases
✓	9 Nature of debt	b, c (business, consumer) note: For Chapter 9 and Chapter 12 cases, the only valid choice is "b". For all other chapters, a "b" is valid, c only valid if debtor type equals i.
✓	10 (In)voluntary	i, v
	11 Reopened	(not used at this time - leave this blank)
✓	12 Asset notice	y, n, u (If chapter 7, ignored and set to 'n')
✓	13 # of creditors	Valid values are: A = 1 - 49 creditors B = 50 - 99 creditors C = 100 - 199 creditors D = 200 - 999 creditors E = 1,000 - 5,000 creditors F = 5,001 - 10,000 creditors G = 10,001 - 25,000 creditors H = 25,001 - 50,000 creditors I = 50,001 - 100,000 creditors J = Over 100,000 creditors
✓	14 Estimated assets	1-8 where: 1 = \$0 - \$50,000 2 = \$50,001 - \$100,000 3 = \$100,001 - \$500,000 4 = \$500,001 - \$1 million 5 = \$1,000,001 - \$10 million 6 = \$10,000,001 - \$50 million 7 = \$50,000,001 - \$100 million 8 = \$100,000,001 and over

✓	15	Estimated debts	1-8 where: 1 = \$0 - \$50,000 2 = \$50,001 - \$100,000 3 = \$100,001 - \$500,000 4 = \$500,001 - \$1 million 5 = \$1,000,001 - \$10 million 6 = \$10,000,001 - \$50 million 7 = \$50,000,001 - \$100 million 8 = \$100,000,001 and over
✓	16	Small business	y, n (chapter 11 only)
✓	17	Section 1121	y, n (chapter 11 only)
	18	Missing Schedules	(reserved for future use) A, B, C, D, E, F, F, G, H, I, J, AJ, FA, SS where: List the letter of the schedules which are missing. AJ = all schedules A - J FA = Statement of Financial Affairs SS = Summary of Schedules
	19	Certification	(reserved for future use) y, w, u where: y = received approved counseling box is checked on petition w = request a waiver box is checked on petition u = no box is checked on petition
✓	20	Presumption	y,n Note: from Statement of Current Monthly Income and Means Test Calculation
	21	Liquidated Debts	(reserved for future use) y, n Note: from Chapter 11 Debtor's box on front page of petition. If the noncontingent liquidated debts less than \$2 million box is checked, this field is y otherwise n
Debtor Record			
✓	1	Record type	debt
✓	2	Party role	Vendors should use "db" for the first record and "jdb" for the second record. Internally, the party role will be set to "db" for the first record, and the value of JointDebtorRole or "jdb" for the second record. See party role in the alias record.
**	3	First name	
	4	Middle name	
**	5	Last name	
	6	Title	
	7	Generation	
**	8	SSN	
**	9	Tax ID	
✓	10	Office code	a code from the "office" codes table
**	11	Address 1	
	12	Address 2	
	13	Address 3	
**	14	City	
**	15	State	
**	16	Zip	
✓	17	County	a code from the "county" codes table
	18	Country	
	19	Phone number	
	20	Pro Se	(ignored)
	21	Party text	
Alias Record (one per alias)			
✓	1	Record type	alias
✓	2	Party role	Accepts any value that matches the party role field of one of the debtor records.

✓	3	Alias type	a code from the “akatype” codes table
	4	First name	
	5	Middle name	
**	6	Last name	
	7	Title	
	8	Generation	

** Whether these fields are required depends on the court configuration, as described in task 1054.

Sample Data Records

Statistics Record

stat|BK Stuff Inc|2.2.4||is|y|7|p|c|v||n|B|1|1||||n|

Debtor Record (one record per debtor)

debt|db|James|William|Common|||999-92-9995||1|602 S. Raspberry Street|||Escondido|CA|92025|06073|||

Debtor Record (one record per debtor)

debt|jdb|Julia|Alltoo|Common|||999-92-9996||1|602 S. Raspberry Street|||Escondido|CA|92025|06073|||

Alias Record (one per alias)

alas|jdb|aka|Julia|Anne|Alltoo||

Alias Record (one per alias)

alas|jdb|fka|Julia|A.|Something||

Individual Court Comments:

CANB:

Please note that in our district we use db, db.

Party Role (db, db)

Alias Type (aka, dba, fka, fdba)

Offices:

1 Santa Rosa

3 San Francisco

4 Oakland

5 San Jose

NVB:

We do not accept the Chapter 13 Plan as part of case upload as we have 3 different chapter 13 trustees who have 2 different chapter 13 plans.

We use 'jdb' as our Joint Debtor designation.

We require all chapter 13s and 11s to show as asset cases and all chapter 7 cases to reflect as the debtor answers the asset designation question.

PAMB:

- (1) **Pennsylvania Middle has two (2)** divisional offices. E-filed cases are automatically assigned to the proper office based upon the county for the Debtor. If the Case Upload program is not configured properly for the county information, cases might be opened in the incorrect office.

*(NOTE: A third Judge is expected to arrive in the near future and the assignment of cases by county **may** change at that time.)*

- (2) After e-filers upload creditors, they need to docket **Miscellaneous, Matrix Filed/Creditor List Uploaded**. This is necessary so that a "NoMatrix" flag is removed and a "CREDS" flag is set. These flags are used by the Clerk's Office to set the 341 Meeting of Creditors.
- (3) The B21 Statement of Social Security Number is **not** to be included with the petition and is **not** required to be submitted to the Clerk's Office for e-filed cases. The only exception to this is if the Debtor or Joint Debtor has more than one social security number. In this instance, the attorney should paper file the B21 Statement of Social Security Number with the Clerk's Office.
- (4) The Judge/Trustee Assignment needs to be done manually after a case is opened. This is done by going to **BANKRUPTCY --> Judge/Trustee Assignment**. For Ch. 13 cases it will assign a Judge and Trustee Charles DeHart. For Ch. 7 and 11 cases it will assign a Judge only. The Trustee for Ch. 7 cases are assigned and added to the case at a later time through a docket entry by the US Trustee's Office.

(NOTE: There is a program that runs each night to assign the Judge/Trustee for any cases that were missed; however, if a Ch. 13 is being filed it is good to run this immediately after opening the case so that e-mails go to the Trustee for documents that are e-filed in the case on the same day it was opened.)

- (5) The name of the saved location of the matrix must be less than 40 characters in length. (Ex. c:\petitions\caseupload\matrix.txt)
- (6) Case Upload should **not** be used to file a petition where the filing fee is to be paid in installments.
- (7) Case Upload **can** be used to open Ch. 7, 11 or 13 petitions. Emergency petitions (pages 1 & 2) or the full petition and schedules are acceptable. E-filers are requested to **not** use Case Upload to file schedules in a previously opened case.

(NOTE: Some users have tried this and actually opened the case a second time instead of filing the subsequent pleadings in the existing case.)

- (8) Attorneys using Case Upload to open a new Ch. 13 case **can** have it upload the Ch. 13 plan also.

(NOTE: Attorneys might not know how to do this or have encountered problems because many have stated that they prepare their plans manually.)